

**WIAB 04-11**

**DATE:** September 6, 2011  
**TO:** WIA Dislocated Worker Subrecipients  
**FROM:** Susan Simmons, Operations Manager, Workforce Development Division  
**SUBJECT:** XL Four Star Beef National Emergency Grant (NEG)

## BACKGROUND

Idaho Department of Labor received a National Emergency Grant for displaced XL Four Star Beef workers effective July 1, 2011 through June 30, 2013.

XL Four Star Beef NEG-eligible individuals already enrolled in the regular Dislocated Worker program should be transferred to the NEG program as outlined in this memo no later than the close of business on September 15, 2011.

## NEG ELIGIBILITY AND SERVICES

Effective immediately, any workers dislocated from XL Four Star Beef being considered for WIA services must be served in the NEG program, and NOT the regular Dislocated Worker program.

All XL Four Star Beef NEG participants must meet federal and state WIA Dislocated Worker eligibility guidelines. **This National Emergency Grant may only serve applicants dislocated due to the layoffs with XL Four Star Beef.** Individuals dislocated from an employer who reduced their workforce as an *indirect* result of these layoffs are not eligible for services under the NEG.

Participant services allowed under this grant will be identical to services provided to other dislocated workers under the state's regular Dislocated Worker program.

## CO-ENROLLMENT IN WIA

Former employees of XL Four Star Beef must be enrolled in the NEG to receive WIA services.

Program funds will be charged in the following manner:

- Staff time charging for case management
- Training costs
- All other allowable WIA supportive services

## PROGRAM ENROLLMENT / APPLICATIONS

This NEG award is effective July 1, 2011. XL Four Star Beef employees enrolled in the WIA Dislocated Worker Program (Program Z) prior to the NEG's effective date should be dual enrolled in the NEG Program (Program J) effective July 1, 2011.

If the XL Four Star Beef employee was enrolled in the WIA Dislocated Worker program (Program Z) July 1, 2011 or later, the participant record will be replaced with an NEG record by WIA programming staff.

### NEG Enrollment Application and Signatures:

To enroll in the NEG program, and if the enrollment date in the regular Dislocated Worker program is:

- After July 1, 2011: No data entry is necessary. WIA programming staff will replace the Dislocated Worker record with the NEG. A local office management staff person should review and submit a list of individuals whose automated record is to be **replaced** from the Dislocated Worker program into the NEG program to Vicki Parkinson. The list should include participant name, SSN, and registration date. It is not necessary to send a list of those who will be co-enrolled in the Dislocated Worker program and the NEG program. Once the record has been replaced, print the NEG application, note on the signature line that the "signature is on file" and place in the participant file.
- Prior to July 1, 2011: The NEG enrollment date should be on or after July 1, 2011. Note on the signature line that "signature is on file" and place in the participant file.

If eligibility documentation has been previously submitted for enrollment into the dislocated worker program to WIA Records, it is not necessary to submit the **same** documentation for purposes of NEG enrollment.



## STAFF CHARGES AND PARTICIPANT EXPENDITURE TRANSFERS

Prior to July 1, 2011, all local office time charges and participant supportive service expenditures will remain with the regular Dislocated Worker program.

Local office staff with time charges to the Dislocated Worker program after July 1, 2011 may legitimately transfer time charges to the XL NEG. Local office staff must provide time charge transfer information to designated local office management staff for coordination with accounting.

Participant items purchased after July 1, 2011, and charged to the regular DW program need to be transferred to the NEG. Participant names, SSNs and the Total Actual Cost amount (amount included on the Purchase Agreement-Individual Training Account form - 04) for each purchase will be included on a list from each local office and submitted to Vicki Parkinson, Grant Management Officer by September 15, 2011.

## SYSTEM CODES

Access to the XL Four Star Beef NEG Management Information System (MIS) codes and the corresponding time codes are available to all local offices of the Idaho Department of Labor.

### Staff Time Charges

As of July 1, 2011, local office staff may use time code **434 811** for all XL Four Star Beef NEG program activities.

### Fund Number

An example of a XL Four Star Beef NEG fund number is: JF21915. It breaks out as follows:

J	Program (title) indicator
F	Type indicator signifies XL Four Star Beef NEG
21	Occupational Skills Training Activity code
915	Project code signifies XL Four Star Beef NEG

## QUESTIONS / CONTACTS

For question concerning the NEG, please contact any grant management staff member. For questions concerning the WIA MIS, please contact Jerry Riley at extension 3309, or Jeanie Irvine at extension 3323.

Grant Management Staff:

3880 – Vicki Parkinson  
3328 – Diana Parenteau  
3275 – Julia Browning  
3398 – Ben Phillips